

# Medical Supervision Plan for EMS Agencies

*The MSP can include more than the information that is on this list, and it can be submitted in an organizational structure that differs from the one below. Including this table at the beginning of the MSP with page numbers included will assist the EMS Bureau to verify that the agency has complied with IDAPA 16.02.02.*

<b>A. Certified EMS Personnel Credentialing</b> <i>Describe procedures; include copies of forms and policies, etc.</i> <i>See Credentialing of EMS Personnel for additional information.</i>	<b>Required by</b> IDAPA 16.02.02.400.06.a	<b>Located on page</b>
1. EMS Bureau Certification Verification	IDAPA 16.02.02.400.06.a.i	
2. Affiliation to the Agency	IDAPA 16.02.02.400.06.a.ii	
3. Qualifications, Proficiencies, and Affiliation Review	EMSPC Stds. Manual pg. 9	
4. EMS Agency Orientation	IDAPA 16.02.02.400.06.a.iii	
a. EMS Agency Policies	IDAPA 16.02.02.400.06.a.iii.1	
b. EMS Agency Procedures	IDAPA 16.02.02.400.06.a.iii.2	
c. Medical Treatment Protocols	IDAPA 16.02.02.400.06.a.iii.3	
d. Radio Communications Procedures	IDAPA 16.02.02.400.06.a.iii.4	
e. Hospital/facility Destination Policies	IDAPA 16.02.02.400.06.a.iii.5	
f. Unique System Features (if any)	IDAPA 16.02.02.400.06.a.iii.6	
5. EMS Agency Evaluation	IDAPA 16.02.02.400.06.a.iv	
<b>B. Indirect (Off-line) Supervision</b> <i>(see Protocols and Quality Improvement for more information)</i>	IDAPA 16.02.02.400.06.b	
1. Written Standing Orders and Treatment Protocols (including direct [online] supervision criteria)	IDAPA 16.02.02.400.06.b.i	
2. Initial and Continuing Education (in addition to those required by the EMS Bureau)	IDAPA 16.02.02.400.06.b.ii	
3. Methods of Assessment and Improvement	IDAPA 16.02.02.400.06.b.iii	
4. Periodic Assessment of Psychomotor Skill Proficiency	IDAPA 16.02.02.400.06.b.iv	
5. Medical Supervision of Certified EMS Personnel in Disaster or Incident Response	IDAPA 16.02.02.400.06.b.v	
6. Off-Duty EMS Response	IDAPA 16.02.02.400.06.b.vi	
7. Credentialing of EMS Personnel for Emergency Response	IDAPA 16.02.02.400.06.b.vii	

8. Emergency Response Based on Dispatch Information	IDAPA 16.02.02.400.06.b.viii	
9. Triage, Treatment, and Transport Guidelines	IDAPA 16.02.02.400.06.b.ix	
10. Scene Management for Multiple Agency Response	IDAPA 16.02.02.400.06.b.x	
11. Patient Destination Determination Criteria	IDAPA 16.02.02.400.06.b.xi	
12. Utilization of Air Medical Services	IDAPA 16.02.02.400.06.b.xii	
13. Patient Non-Transport Scenarios <ul style="list-style-type: none"> <li>• Patient refusal</li> <li>• Treat and release</li> <li>• POST, DNR, and other valid orders</li> <li>• Determination of death</li> <li>• Other non-transport scenarios</li> </ul>	IDAPA 16.02.02.400.06.b.xiii	
14. Cancellation/Response Modification Criteria	IDAPA 16.02.02.400.06.b.xiv	
15. Equipment Authorized for Patient Care	IDAPA 16.02.02.400.06.b.xv	
16. Medical Communications Guidelines	IDAPA 16.02.02.400.06.b.xvi	
17. Documentation Methods and Elements	IDAPA 16.02.02.400.06.b.xvii	
<b>C. Direct (On-line) Supervision</b>	IDAPA 16.02.02.400.06.c	
1. Physicians designated to provide direct supervision <i>(Include contracts or agreements with hospitals, physicians, etc. to provide direct supervision)</i>	IDAPA 16.02.02.400.06.c.i	
2. Clinicians designated to provide direct supervision (if any) <i>(include written agreements describing roles &amp; responsibilities, and authorization from a supervising physician for Physician Assistants)</i>	IDAPA 16.02.02.400.06.c.i	
3. On-scene supervision procedures <i>(see Protocols)</i> <ul style="list-style-type: none"> <li>• Designated physician supervisor</li> <li>• Patient's private physician</li> <li>• Bystander physician</li> <li>• EMS Provider-supervisor</li> </ul>	IDAPA 16.02.02.400.06.c.ii	
<b>D. Supervision and Training of EMS Students</b> <i>Include if your agency participates in EMS Training Programs</i>	IDAPA 16.02.02.400.06.d	
1. Clinicals		
2. Internships		
3. Ride-Alongs		
4. Other Training		
<b>E. Other Suggested Components</b>		
1. EMS Bureau Notification Requirements and Deadlines <i>(who is responsible for reporting to the EMS Bureau and when?)</i>		

2. Deployment of Personnel Resources <i>(Describe staffing, call schedule, call response, etc.)</i>		
3. Collaboration With Other Medical Directors		
4. System Integration <i>(describe how this service will integrate with the local, county, or regional disaster preparedness plans)</i>		
5. Contracted Training Services <i>(Identify locations that will provide training services for the agency)</i>		
6. Quality Improvement Plan <i>(See Quality Improvement for more information)</i>		
7. Interfacility Transfer (if applicable) <ul style="list-style-type: none"> <li>• Hospital &lt;-&gt; Nursing Home</li> <li>• Hospital &lt;-&gt; Hospital</li> <li>• Home &lt;-&gt; Hospital</li> <li>• Personnel Used (for patients needing higher level of care than available by agency)</li> </ul>		
8. Review-Update Procedures and Timelines <ul style="list-style-type: none"> <li>• Protocol Review</li> <li>• Credentialing Review</li> <li>• Equipment/Facilities Review</li> <li>• Staffing Review</li> </ul>		

*Sample Skills Proficiency Checkoff Sheet – Advanced EMT-A*

Name	ID	Date Completed	Annual (all skills)	Semi-Annual (bold skills only)
Buler, Gretchen	47201			

AIRWAY / VENTILATION / OXYGENATION	Observed		Training/Testing		Date	Initials
	Adult	Ped.	Adult	Ped.		
Airway devices not intended to be inserted into trachea						
Airway – Nasal						
Airway – Oral						
Bag-Valve-Mask (BVM)						
Cricoid Pressure (Sellick)						
Demand Valve – Oxygen powered						
Head-tilt/chin-lift						
Jaw-thrust						
Jaw-thrust - Modified (trauma)						
Mouth-to-Barrier						
Mouth-to-Mask						
Mouth-to-Mouth						
Mouth-to-Nose						
Mouth-to-Stoma						
Obstruction – Manual						
Oxygen Therapy – Humidifiers						
Oxygen Therapy – Nasal Cannula						
Oxygen Therapy – Non-rebreather Mask						
Oxygen Therapy – Partial Rebreather Mask						
Oxygen Therapy – Simple Face Mask						
Oxygen Therapy – Venturi Mask						
Suctioning – Tracheobronchial via endotracheal intubation						
Suctioning – Upper Airway						
Ventilators – Automated Transport (ATV)						
CARDIOVASCULAR / CIRCULATION	Observed		Training/Testing		Date	Initials
	Adult	Ped.	Adult	Ped.		
Cardiopulmonary Resuscitation (CPR)						
Defibrillation – Automated / Semi-Automated						
Hemorrhage Control – Direct Pressure						
Hemorrhage Control – Pressure Point						
Hemorrhage Control – Tourniquet						
IMMOBILIZATION	Observed		Training/Testing		Date	Initials
	Adult	Ped.	Adult	Ped.		
Cervical stabilization – Cervical Collar						
Spinal Immobilization – Long Board						
Cervical stabilization – Manual						
Spinal Immobilization – Seated Patient (KED, etc.)						
Extremity stabilization - Manual						
Extremity splinting						
Extremity splinting – Traction						
MAST/PASG for pelvic immobilization only						
Pelvic immobilization devices						
VASCULAR ACCESS / FLUIDS	Observed		Training/Testing		Date	Initials
	Adult	Ped.	Adult	Ped.		

<b>Intraosseous – Pediatric</b>						
<b>Intraosseous – Adult</b>						
<b>Peripheral – Initiation</b>						
<b>IV Fluid infusion - Non-medicated</b>						
<b>TECHNIQUE OF MEDICATION ADMINISTRATION</b>	<b>Observed</b>		<b>Training/Testing</b>		<b>Date</b>	<b>Initials</b>
	<b>Adult</b>	<b>Ped.</b>	<b>Adult</b>	<b>Ped.</b>		
Aerosolized (MDI)						
Auto-Injector						
Buccal						
Intramuscular (IM)						
Intranasal						
Intravenous (IV) Push - D50 and Narcan only						
Nebulized (SVN)						
Oral						
Subcutaneous						
Sub-lingual						
<b>MISCELLANEOUS</b>	<b>Observed</b>		<b>Training/Testing</b>		<b>Date</b>	<b>Initials</b>
	<b>Adult</b>	<b>Ped.</b>	<b>Adult</b>	<b>Ped.</b>		
<b>Assisted childbirth delivery - normal</b>						
<b>Assisted childbirth delivery- complicated</b>						
Blood Glucose Monitoring – automated						
Blood Pressure – Manual						
Blood Pressure – Automated						
Emergency Moves for Endangered Patients						
Extrication awareness/patient access						
Rapid extrication						
Eye Irrigation						
Assist with prescribed meds						
Mechanical patient restraints						
Venous Blood Sampling – Obtaining						
<b>OPTIONAL SCOPE SKILLS</b>	<b>Observed</b>		<b>Training/Testing</b>		<b>Date</b>	<b>Initials</b>
	<b>Adult</b>	<b>Ped.</b>	<b>Adult</b>	<b>Ped.</b>		
<b>CPAP</b>						
<b>End Tidal CO<sub>2</sub> Monitoring/Capnometry</b>						
<b>Intubation – Orotracheal</b>						
<b>Pulse Oximetry</b>						
<b>EKG - 12-lead data acquisition</b>						
<b>Mechanical CPR Device (Requires device approval)</b>						

I hereby affirm that the above individual is proficient with the above skills.

Marjorie Trope

Marjorie Trope      FTO      08/23/08

Signature

Name

Title

Date

*Sample recredentialing spreadsheet*

Name	ID number	Completed Agency Orientation	Previous service approved	Idaho EMS expires	NREMT expires	CPR Card expires	Skills proficiencies expires	Competency objectives expires	CEUs since last certification
Maxwell, Marietta	60025	07/08	07/08	09/09	09/10	07/09	08/08	08/08	4 – Airway Lab 2 – IV & meds
Chen, Kim	60019	07/08	08/08	03/10	03/09	01/09	08/08	08/08	4 – Airway Lab 8 – OB & Peds
O'Toole, Sean	60031	07/08	07/08	06/09	06/09	05/09	08/08	08/08	4 – Airway Lab 2 – IV & meds
Leaworthy, Martin	50281	04/06	03/08	12/08	12/08	10/08	07/08	10/08	2 – IV & meds 8 – Extrication
Valencia, Roberto	49422	01/06	03/08	09/08	09/09	08/08	07/08	10/08	
Wikoff, Christina	56618	11/07	03/08	03/09	03/11	07/08	07/08	10/08	8 – OB & Peds 8 – Extrication
Buhler, Gretchen	47201	07/04	03/08	06/09	06/09	05/10	07/08	10/08	4 – Airway Lab 2 – IV & Meds 8 – OB & Peds 8 - Extrication
Smith, Quincy	58802	11/99	03/08	12/08	12/08	05/08	08/08	08/08	4 – Airway Lab 8 – OB & Peds

**Recredentialing Items for June, 2008:**

Remind everyone about Mandatory Skills Proficiency Day July 1 @8 am

Schedule Competency Reviews and Interviews in August for Maxwell, Chen, and O'Toole

Remind Christina Wikoff to renew her CPR Card before end of July

Remind Roberto Valencia to renew his CPR Card before end of August

Find Roberto Valencia's CEUs so he can renew Idaho EMS certification & send him to a refresher.

**Quincy Smith is offline until he renews his CPR card – scheduled for June 3**

Tell Martin Leaworthy & Quincy Smith that their Idaho certs are due end of year.